

FAQ'S

Commissioning Documents

Q: When should I receive my commissioning documents:

A: If you haven't received your Officer Appointment Acceptance and Oath of Office (NAVPERS 1000/4) one month prior to your commissioning please contact PERS 8 at (901) 874-4374 or e-mail shelly.m.hayes@navy.mil

Q: Where will my documents be mailed?

A: Commissioning documents are mailed to your current command address.

Helpful Hints:

- Date your document for the 1st, the date can't be earlier or later than your grade date.
- Please ensure the signed original is returned to PERS 8

Sub Pay

What we use: OPNAVINST 7220.15

Q: When should I send my sub pay documents to the detailer?

A: Send your paperwork at least two months prior to commissioning.

Q: What documents do I need to send?

A: Provide a Total Operational Submarine Service Worksheet (TOSS) (Encl: 12), Submarine Service Entry Date Worksheet (SSED) (Encl: 3) if you are a staff pick-up. Enlisted qualification pages from your service record, recorded when you went to BESS or Nuke Field A School and additional schools. Official documentation should support any school or command that accrues TOSS.

Q: When will my sub pay start?

A: Officer sub pay will start when all your officer records are created by PSD. Sometimes this can take up to 2 to 4 weeks. I will verify data and start your sub pay retro from the first day of the month. I will also send you a message to your e-mail account detailing how long you are eligible to received sub pay.

Please e-mail your documents to christy.wilson@navy.mil

Please contact me or SC Ramage (enlisted sub pay coordinator) with questions about filling out TOSS worksheets. Please ensure that your paperwork is sent to me and not SC Ramage, sometimes yeoman will send to the wrong office.

Q: Questions regarding OIS in Newport, RI

A: Link: <http://www.ocs.navy.mil/ldo.asp>
Click school house and click on LDO/CWO

Nuclear Officers:

Pro-rated bonus for new accessions. Counter starts the first day you check into your first command Accounting Code 100 which is reporting for duty. Schools and stashes or I-stops do not qualify for bonus.

Commands are responsible for submitting a letter to PERS 422 with a list of qualified officers and FY from-to dates.

bobby.stancil@navy.mil (901) 874-3945 detailer

christy.wilson@navy.mil (901) 874-3936 detailer assistant

charles.ramage@navy.mil (703) 604-5502 enlisted sub pay coordinator